



# Vacancy Announcement

Embassy of the United States of America  
Bujumbura, Burundi

**Vacancy Announcement No. 2010-27**

**June 16, 2010**

**Open To:** All Interested Persons  
**Position:** Senior Nurse FSN-510-09  
**Opening Date:** Immediate  
**Closing Date:** June 30, 2010  
**Work Hours:** Full-time; 40 hours/week

The U.S. Embassy in Bujumbura is seeking an individual for the position of a Senior Nurse. All third country nationals must have the required work permit.

## **BASIC FUNCTIONS**

Performs professional nursing services in the Health Unit. Maintains Health Unit inventory and works with GSO Procurement to order new supplies as needed. Manages the Health Unit staff in the absence of the Medical Officer, supplying health care to a couple of hundred customers. "On call" responsibilities around the clock.

## **MAJOR DUTIES AND RESPONSIBILITIES**

Assists American and local employees who need medical care and treatment. Provides medication for minor diseases such as colds, muscle aches, insect bites, etc. Provides supportive care and treatment and refers patients to physicians and other appropriate specialists. Administers the immunization and injection program required for the area and for travel outside the area. Assists doctor with minor surgical, obstetrical, and gynecological procedures. Gives direction to employees on health conditions including nutrition, family health, etc. Is responsible for order and stock of medicine as indicated by the Medical officer. Able to respond to emergency calls outside working hours. Removes medicine that has expired, etc.

**A copy of the complete position description listing all duties and responsibilities is available at <http://burundi.usembassy.gov/resources/employment-opportunities>.**

## **QUALIFICATIONS REQUIRED**

**Education** - A minimum of a 2-year RN degree from US University or comparable Western-European standard of education and licensing.

**Prior Work Experience** - A minimum of 3 years nursing experience in the US or Western Europe dealing with full spectrum of health issues (i.e. an Emergency Room or clinic). Management of staff desirable.

**Post Entry Training** - Attendance at USG/State medical conferences as appropriate and with post approval.

**Language Proficiency** - Level III English ability (working knowledge) plus fluency in medical terminology. French Level IV.

**Job Knowledge** - Knowledge of professional nursing principles, procedures, and their application to the Health Unit setting. Knowledge of inventory control and basic management.

**Skills and Abilities** - Must be able to use the range of medical instruments and tools in the Health Unit. Computer skills required. Professional CPR/rescue breathing certification with AED. CPR Instructor desired.

#### **POSITION ELEMENTS**

**Supervision Received:** Is under supervision of Management Officer and/or Medical Officer.

**Available Guidelines:** Medical Manuals, RMO guidelines, FAM, FAR and other relevant USG guidelines.

**Exercise of Judgment:** Must have good judgment on patients and their needs. Can put Embassy staff on medical leave. Given the embassy's Local Compensation Plan, commits funding prescription of medical care.

**Authority to Make Commitments:** Can make minor decisions in the absence of the Medical Officer.

**Nature, Level and Purpose of Contacts:** Must have professional contact with other medical institutions (hospitals, clinics...)

**Supervision Exercised:** Supervises a nurse and a lab technician in the absence of the Medical Officer.

**Time Required to Perform Full Range of Duties after Entry into the Position:** One year.

#### **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

#### **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

**TO APPLY**

The application form is available on the Bujumbura Embassy Internet Site at <http://burundi.usembassy.gov/resources/employment-opportunities> and click on the link "Application form." Interested applicants for this position must submit the following or the application will not be considered.

1. Application for US Federal Employment (SF-171 or OF-612); and a current resume or curriculum vitae that provides additional information to the OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. All documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**CLOSING DATE FOR THIS POSITION: June 30, 2010 at 5:30 pm.**

SUBMIT APPLICATION TO:  
Human Resources Office  
American Embassy Bujumbura  
Avenue des Etats-Unis  
B.P 1720 Bujumbura  
Ref.: Position Title

***The US Mission in Bujumbura provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.***

***The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited Human Resources practices, and/or courts for relief.***

**DEFINITIONS**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.